

From: Sandra Blakemore

Sent: Thursday, March 19, 2020 1:17 PM

To: Reshma Soni; Richard Superfine

Subject: Office Depot Donation of Personal Size Hand Sanitizer Bottles to AIS

Hello,

Office Depot has donated 45 one-ounce sample bottles of hand sanitizer to AIS. The City of Chicago currently has a contract with Office Depot. They provided the donation at their own free will. I am accepting this gift of the 45 one-ounce sample bottles of hand sanitizer on the behalf of the City of Chicago. I will leave the sanitizer at the front desk for the AIS office to use.

Thanks,

Sandra Blakemore | Deputy Commissioner, Finance, Procurement, and Energy
City of Chicago | Department of Assets, Information, and Services